

SUBJECT: (Optional)

Retirement Seminar Kickoff - 16 October 1984

FROM: Robert W. Magee  
D/OP

EXTENSION

NO.

DDA - 84-2912

DATE

STAT  
SIAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA  
7D18 Hqs9/27 *Stm*

2.

3. Executive Registry

27 SEP 1984

C

4. Executive Director

9-27

W

5. Deputy Director of  
Central Intelligence

27 SEP 1984

*Jmm* → DDCI will be out  
of bldg all morning;  
sorry.

7.

*D/Personnel*

8.

9.

10.

11.

12.

13.

14.

15.

DCI  
EXEC  
REG

P-307

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632

DD/A P-357  
84-2912

25 SEP 1984

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director  
Deputy Director for Administration

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Retirement Seminar Kickoff - 16 October 1984

As you are aware, we have a yearly retirement seminar designed to help those employees at or nearing retirement age. The program is very well received and we use a significant number of outside speakers to help employees prepare financially and personally for this change in life. Each year we attempt to have a kickoff speaker present opening remarks covering approximately 10-15 minutes. This year, we would like to have you make a presentation on 16 October from 9:15-9:25 a.m. If you agree and are available for such a presentation, we will provide you with an outline of suggested comments you might make before the retirement seminar.

Robert W. Magee

Robert W. Magee

OP/EBS [ ] (24 Sept 84)

STAT

## Distribution:

- Original - adse
  - 1 - Executive Registry
  - 1 - D/Pers
  - 2 - DD/Pers/EBS
  - 1 - C/RD
  - 1 - C/RSB

